



Vermont / New Hampshire ILL Conference, May 23, 2018

# Capturing the benefits of open access in ILL

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**OA = Open Access**

# Today's agenda

- OA overview
- How OA can help ILL
- Mitigating risk
- Creating OA workflows



# Open access overview



# What is open access literature?



digital

online

free of charge

free of most copyright  
and

licensing restrictions

Peter Suber



## **Open Access Publishing**

- Peer reviewed articles
- Publisher
- Subsidized publishing costs



## **Self-Archiving**

- No peer review requirement
- More than articles
- Institutional or Subject
- No cost to author



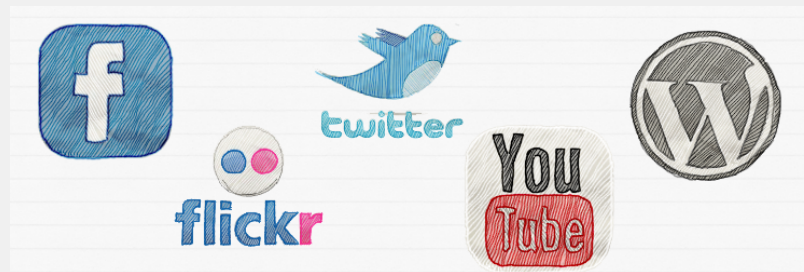
## **Hybrid Publishing**

- Mixes OA and subscription content in a single journal or within journal portfolio
- OA journals with a traditionally subscription reliant publisher
- Funded by Article Processing Charges (APC) charged to authors



## Unauthorized Sharing, or black open access

ACADEMIA





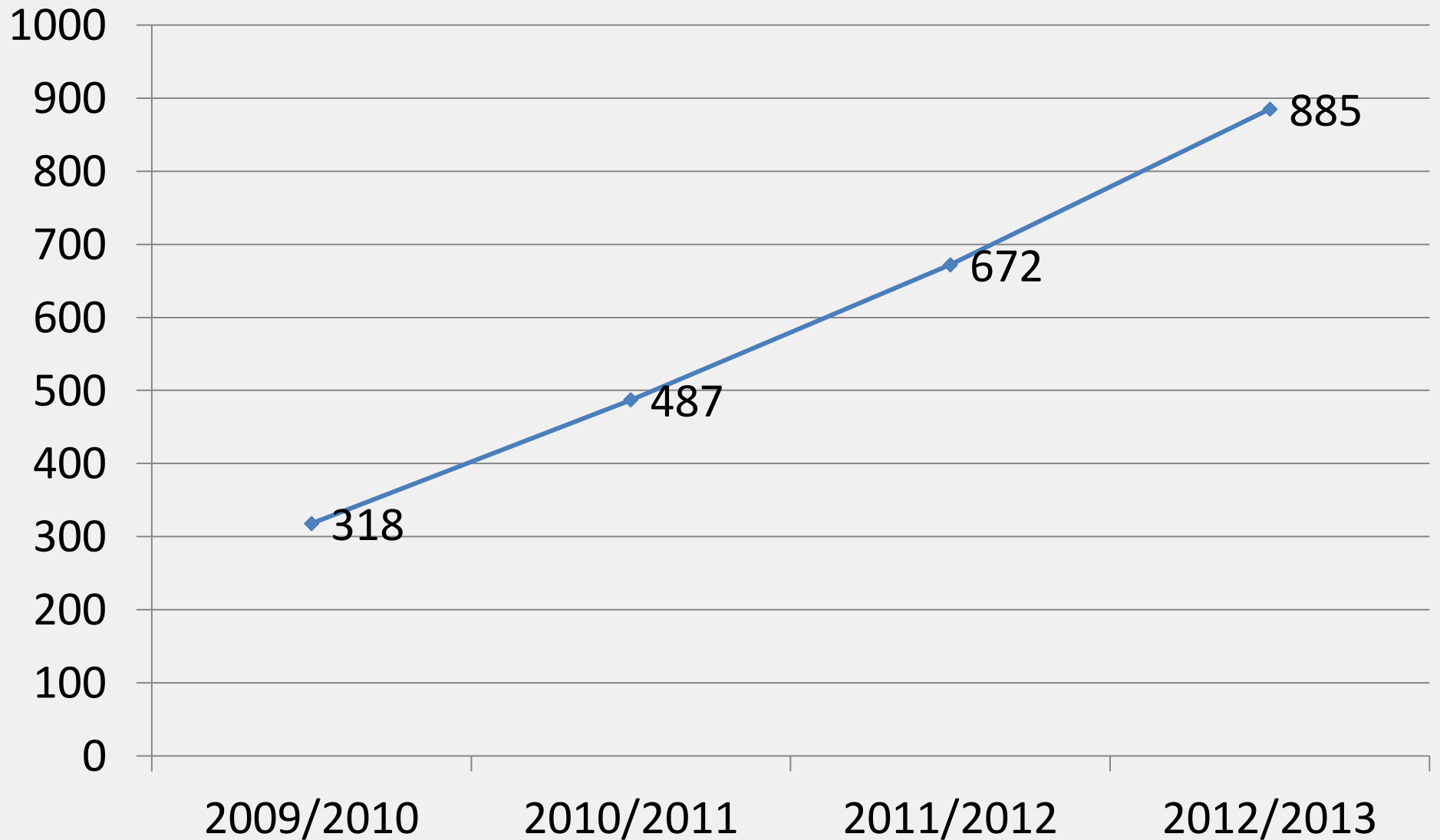
How open access  
can help ILL

# There is a false expectation.

If more content is  
freely available,  
ILL requests will  
go down.



# OA requests by fiscal year





# DISCOVERY



Help or Hindrance?

**HELP**

# ABILITY TO FILL





A photograph taken from a train, showing tracks receding into the distance through a dense forest. The image is heavily blurred to convey a sense of rapid motion. The word "SPEED" is overlaid in the center in a large, white, bold, sans-serif font. The background shows a bright light source, possibly the sun, breaking through the trees in the distance.

**SPEED**



# COST



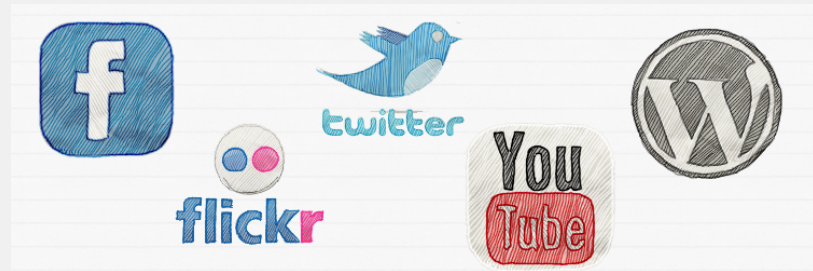
# Mitigating risk


# Beware of unauthorized sharing



V.

ACADEMIA



A close-up photograph of a Creative Commons logo. The logo consists of a circular emblem with a dark, metallic-looking border. Inside the circle, the letters 'CC' are prominently displayed in a stylized, dark, metallic font. The background of the image is dark and textured.

Creative Commons  
provides a free  
licensing system that  
provide a simple,  
standardized way for  
creators to give the  
public permission to  
share and use their  
creative work — on  
conditions of their  
choice.





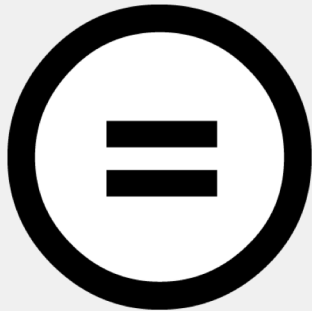
**BY**

Attribution



**NC**

Non-Commercial



**ND**





No Derivatives



**SA**

Share Alike

# Keys to mitigating risk

-  Know risk **tolerance** of library, institution
-  Decide what **type** of content you can most easily ensure is open access
-  Decide what **sources** of content you will accept as definitively open access
-  Decide what you will **deliver** to user

**Journal:** [Interlending and Document Supply](#) (ISSN: 0264-1615)

**RoMEO:** This is a [RoMEO green](#) journal

**Paid OA:** A paid open access option is **available** for this journal.

**Author's Pre-print:** ✓ author **can** archive pre-print (ie pre-refereeing)

**Author's Post-print:** ✓ author **can** archive post-print (ie final draft post-refereeing)

**Publisher's Version/PDF:** ✗ author **cannot** archive publisher's version/PDF

**General Conditions:**

- Voluntary deposit by author of author's pre-print or author's post-print allowed on author's personal website or Institutional repository, where the deposit
- If mandated by a funding agency, the author's post-print may be deposited in any open access repository after a 24 months embargo period
- Author's pre-print and Author's post-print not allowed on subject-based repository
- Must link to publisher version with DOI
- Publisher's version/PDF cannot be used
- Published source must be acknowledged with set statement
- Non-commercial

**Mandated OA:** Compliance data is available for [17 funders](#)

**RoMEO Colour**

**Archiving policy**

**Paid Open Access:** [Open Access for authors](#)

[Green](#)

Can archive pre-print *and* post-print or publisher's version/PDF

**Notes:**

- Publisher last contacted on 02/04/2013

[Blue](#)

Can archive post-print (ie final draft post-refereeing) or publisher's version/PDF

**Copyright:** [Emerald and Open Access - Emerald Author rights](#)

[Yellow](#)

Can archive pre-print (ie pre-refereeing)

**Updated:** 07-Jun-2013 - [Suggest an update for this record](#)

[White](#)

Archiving not formally supported

**Link to this page:** <http://www.sherpa.ac.uk/romeo/issn/0264-1615/>

**Published by:** [Emerald](#) - [Green Policies in RoMEO](#)

This summary is for the journal's *default* policies, and changes or exceptions can often be negotiated by authors.  
*All information is correct to the best of our knowledge but should not be relied upon for legal advice.*

# Creating open access workflows

# What are the benefits of open access to ILL?

## Ability to Fill

access traditionally hard to borrow materials

## Speed

eliminate lending staff and shipping time

## Cost

reduce to minimum staff time

# What factors impact your pre-searching parameters?

Volume

more volume = less pre-searching

Time

less time = less pre-searching

Staff

less staff = less pre-searching

ILL System

less automation = less pre-searching

The key is to be strategic.

# Where should your pre-searching begin?

Public Domain

pre-1923 publications

ETDs

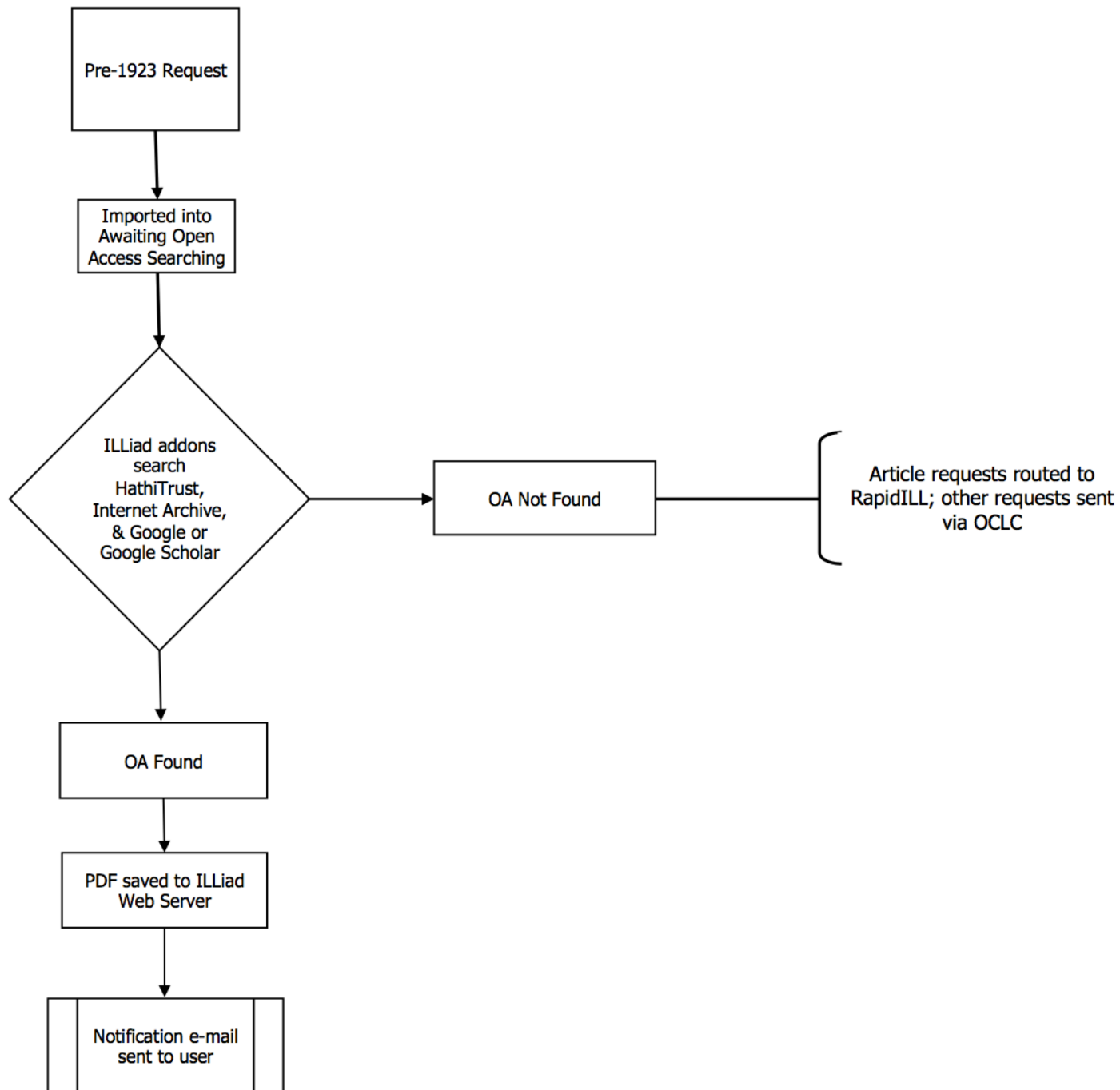
Electronic Theses & Dissertations



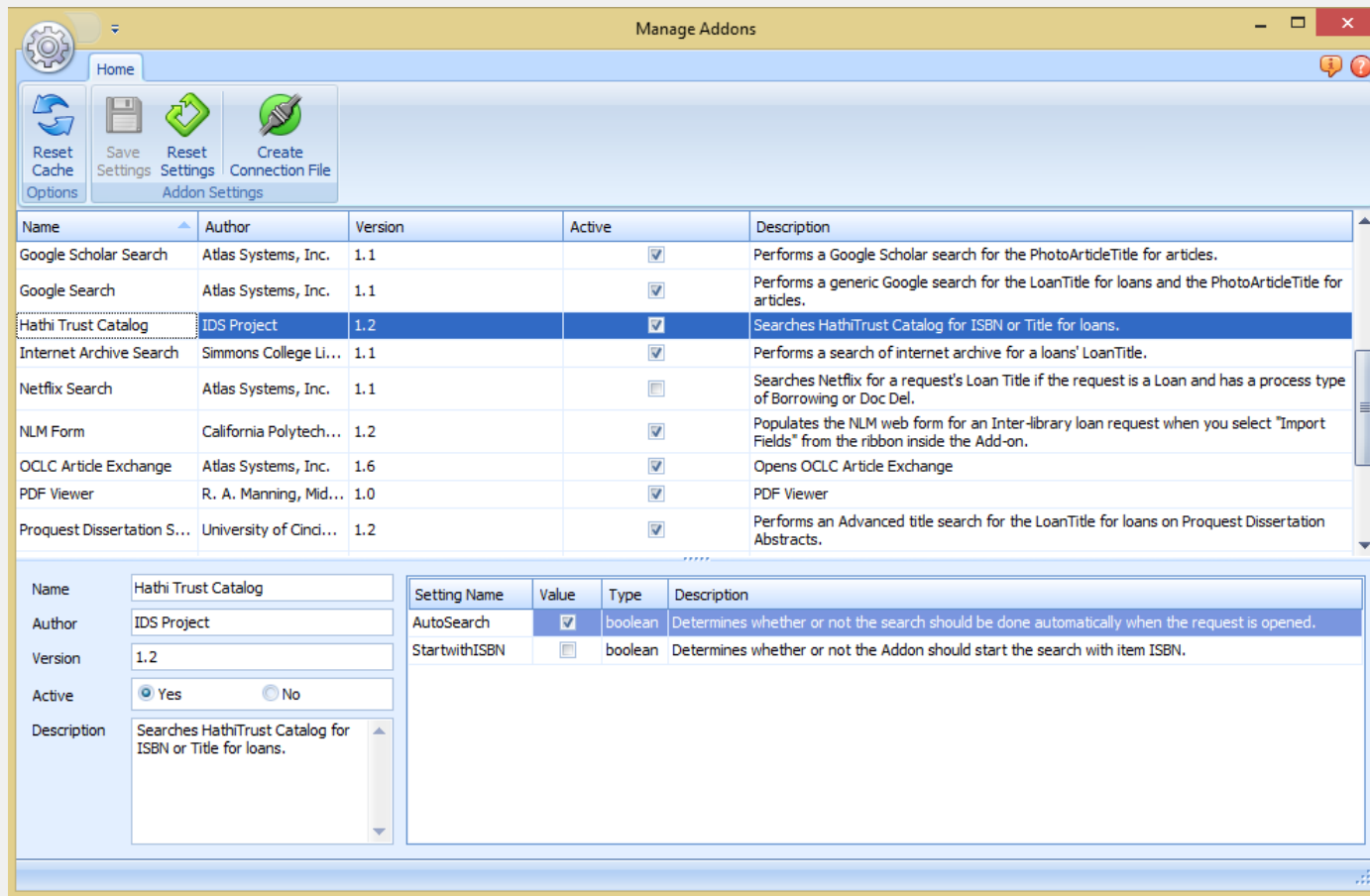
# Establish parameters for pre-searching in ILLiad

<b>RuleNo</b>	1
<b>RuleActive</b>	Yes
<b>ProcessType</b>	Borrowing
<b>TransactionStatus</b>	Awaiting Request Processing
<b>MatchString</b>	((t.LoanDate < '1923') or (t.PhotoJournalYear < '1923'))
<b>NewProcessType</b>	Borrowing
<b>NewTransactionStatus</b>	Awaiting Public Domain Searching
<b>RuleDescription</b>	This rule moves all requests with a pre-1923 publication date into an Awaiting Public Domain Searching queue.

<b>QueueName</b>	Awaiting Public Domain Searching
<b>ProcessType</b>	Borrowing
<b>NVTGC</b>	ILL



# Choose search techniques and strategies



ILLiad Addons

# Choose search techniques and strategies

The screenshot displays the WorldShare interface. At the top, the logo and navigation tabs (Metadata, Interlibrary Loan, Admin) are visible. A search bar contains the text "Search Collections with '', Open Access with '1'". Below this, a filter section lists various collection types, with "Contains Open Access content" selected. The main area shows a table of search results. The first result is "Atlanta Historic Newspapers Archive", which is marked as "Held by my library (27 / 27) Titles".

Collection Manager

Collection

☐ My Selected Collections

Search

☒ Search Collections with ""

Activity History

Approve Changes to Global Collections

View Recent Collections

Create a Collection

Settings

My Files

My Apps

Search Collections with "", Open Access with "1"

Filter

- ☐ Collections I created
- ☐ Collections I shared to others
- ☐ Collections shared with me
- ☒ Contains Open Access content
- ☐ Databases (contains no titles)
- ☐ Demand Driven Acquisitions collections
- ☐ Discontinued
- ☐ Document delivery collections
- ☐ Maintain WorldCat Holdings disabled
- ☐ Maintain WorldCat Holdings enabled
- ☐ MARC Record Delivery disabled
- ☐ MARC Record Delivery enabled
- ☐ WorldCat query collections

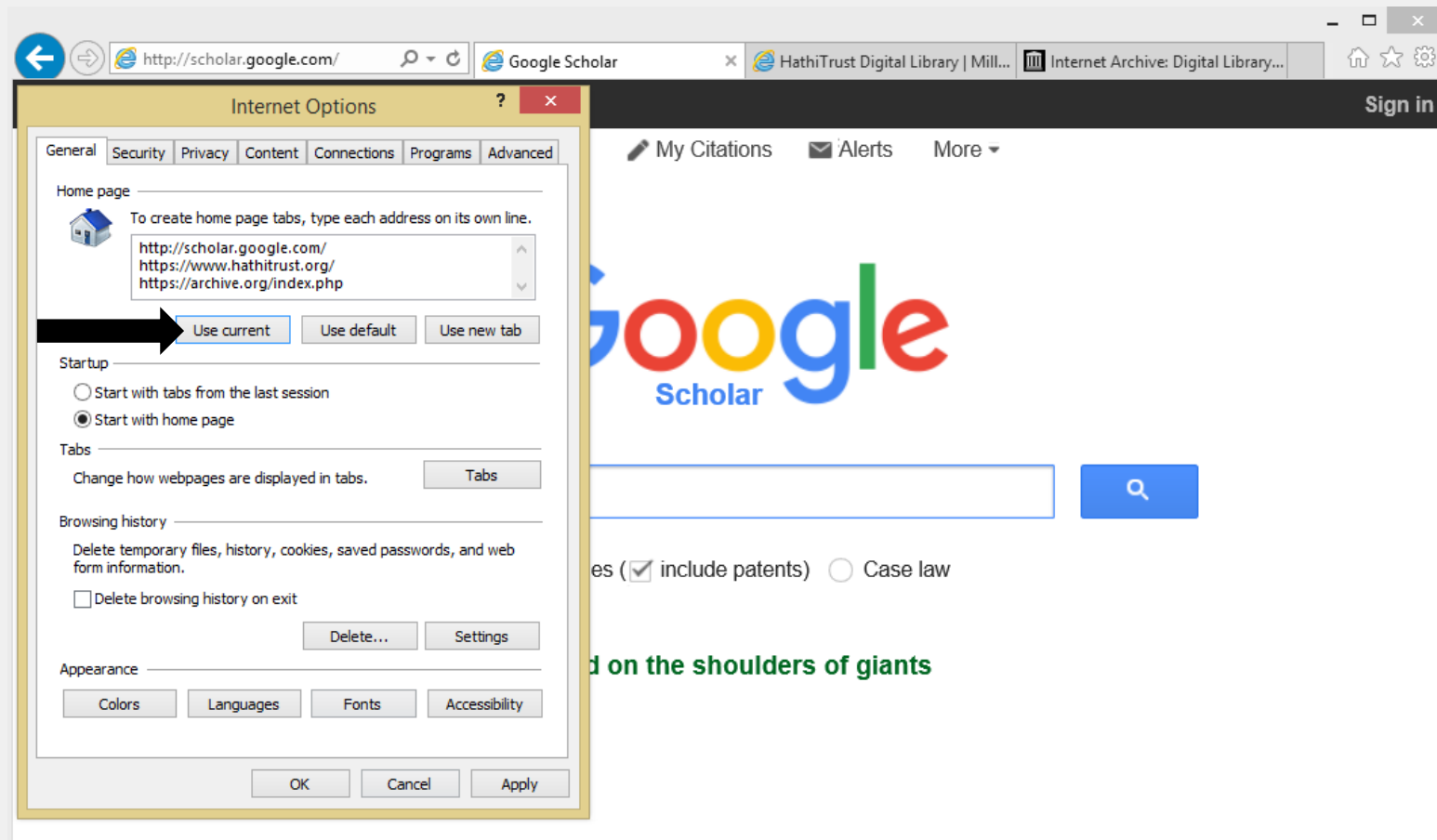
Refresh Results 1-10 of 102 Show 10 rows per page.

<< First < Previous 1 2 3 4 5 6 7 8 9 10 Next > Last >>

Collection	Provider	Created	In My Holdings	Shared	Shared by
<a href="#">Atlanta Historic Newspapers Archive</a> Customizable : Open Access		6/17/2015, 3:41:16 PM	<input checked="" type="checkbox"/> Held by my library (27 / 27) Titles <a href="#">Deselect Collection</a>		

WorldCat Knowledgebase

# Choose search techniques and strategies



Pre-Set Browser Tabs

# What will you communicate?



Educational opportunity?  
instruct or give

What to deliver?  
PDF or link

# How will you communicate?



Specialized?

multiple email templates

General?

single email template

# Create email template(s)

The screenshot displays the Gmail 'Compose' screen with a pre-filled email template. On the left, the 'Settings' sidebar is visible, showing the 'Gmail Labs' section with a search bar and a list of 'Enabled Labs' including 'Refer to documentation', 'Status report template', and 'FAQ'. The main composition area has a title bar 'ILL Request Available Online'. The email body contains a salutation 'Dear Library User,', a paragraph about an open access version, a list of fields (ARTICLE AUTHOR, ARTICLE TITLE, JOURNAL TITLE, ARTICLE YEAR), a contact link 'ILL@library.edu', and a sign-off 'Sincerely, ILL Staff'. A 'Save' button is positioned above the signature. A context menu is open over the signature, offering options: 'Default to full-screen', 'Canned responses', 'Label', 'Plain text mode', 'Print', and 'Check spelling'. The bottom of the screen shows the standard Gmail toolbar with a 'Send' button and various icons for attachments, links, images, and emojis.

**Settings**

**General** **Labels** **ILL Labs**

**Gmail Labs: Son**

Gmail Labs is a testir  
primetime. They may  
If (when) a Labs featu  
escape hatch. Use [ht](#)

Search for a lab:

**Enabled Labs**

Insert  
Refer to documentati  
Status report templ  
FAQ

**ILL Request Available Online**

To: Cc: Bcc:

ILL Request Available Online

Dear Library User,

We located an open access version of the following item you requested at URL.

This version of the article is the author's manuscript and may vary slightly from the final, published version. If you require the final, published version, please resubmit your request including a note indicating that need.

ARTICLE AUTHOR  
ARTICLE TITLE  
JOURNAL TITLE  
ARTICLE YEAR

If you have questions about this request, please contact us at [ILL@library.edu](mailto:ILL@library.edu).

Thank you for using XYZ Library's Interlibrary Loan service.

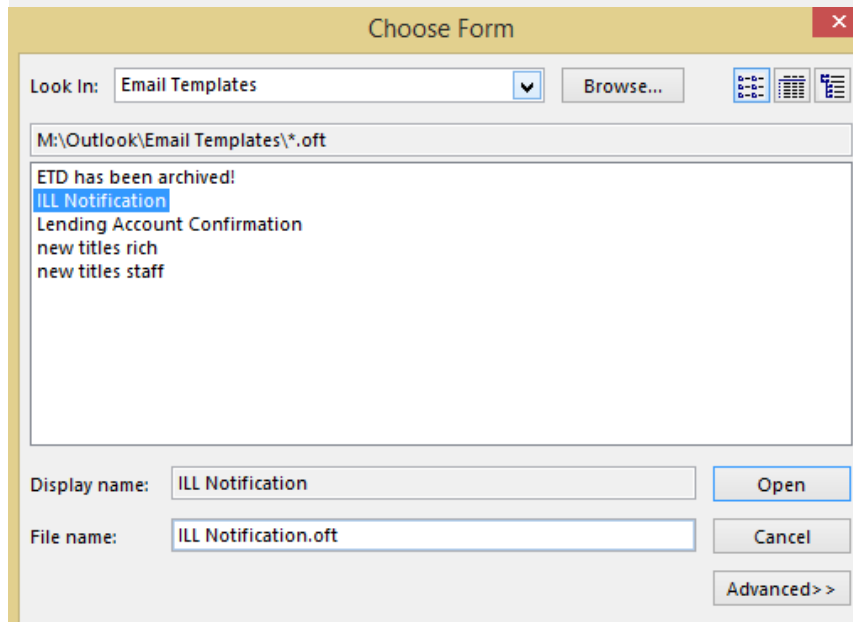
Sincerely,  
ILL Staff

Default to full-screen  
Canned responses  
Label  
Plain text mode  
Print  
Check spelling

Gmail



# Create email template(s)



Choose Form

Look In: Email Templates

M:\Outlook\Email Templates\\*.oft

ETD has been archived!  
ILL Notification  
Lending Account Confirmation  
new titles rich  
new titles staff

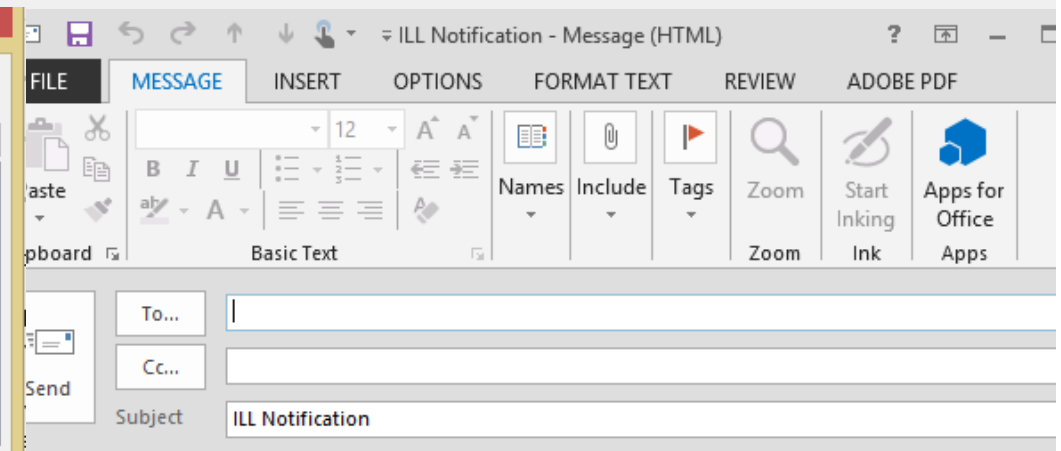
Display name: ILL Notification

File name: ILL Notification.oft

Open

Cancel

Advanced>>



ILL Notification - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ADOBE PDF

To...

Cc...

Subject ILL Notification

Send

Dear Library User,

We located an open access version of the following item you requested at URL.

This version of the article is the author's manuscript and may vary slightly from the final, published version. If you require the final, published version, please resubmit your request including a note indicating that need.

ARTICLE AUTHOR  
ARTICLE TITLE  
JOURNAL TITLE  
ARTICLE YEAR

If you have questions about this request, please contact us at [ILL@library.edu](mailto:ILL@library.edu).

Thank you for using XYZ Library's Interlibrary Loan service.

Sincerely,  
ILL Staff

Microsoft Outlook

# Create email template(s)

ILLiad

Template Details

Name:  NVTGC:

Description:

E-mail ☒ SMS ☐

From Name:  From Address:

To Name:  To Address:

CC Address:  BCC Address:

Subject:

---

Dear <#User.FirstName> <#User.LastName>,

The following item that you requested through Interlibrary Loan was found freely available on the internet:

<#Transaction.PhotoJournalTitle>  
Vol. <#Transaction.PhotoJournalVolume>, no. <#Transaction.PhotoJournalIssue>: (<#Transaction.PhotoJournalYear>), pp.  
<#Transaction.PhotoJournalInclusivePages>

Title: <#Transaction.PhotoArticleTitle><#Transaction.LoanTitle>  
Author: <#Transaction.PhotoArticleAuthor><#Transaction.LoanAuthor>

We have made it conveniently available for download from your ILLiad account. You can access it by clicking here:  
<https://ill.ulib.iupui.edu/ILLiad/IUP/pdf/<#Transaction.TransactionNumber>.pdf>  
or by logging into your ILLiad account:  
<https://ill.ulib.iupui.edu/ILLiad/IUP/login.html>

You can also view the item at the following URL: <#Transaction.CallNumber>

If you have any questions about this service, please contact us and refer to the Transaction Number TN:  
<#Transaction.TransactionNumber>.

Thank you for using Interlibrary Loan, please let us know how we are doing, we appreciate your feedback.

Sincerely,  
<#LocalInfo.GeneralContactName> Staff

Please email us at: <#LocalInfo.GeneralEmailAddress> or Tel: <#LocalInfo.GeneralPhone>

# Create email routing rule in ILLiad

ProcessType	Borrowing
Name	Open Access
DefaultToAddress	
DefaultToName	
DefaultCCAddress	
DefaultSubject	
DefaultFromAddress	
DefaultFromName	
DefaultStatus	Request Finished
LoanTemplate	openaccess.txt
ArticleTemplate	openaccess.txt
NVTGC	ILL

How do you keep statistics on open access requests?

Cancelled or Filled?

# Train your staff



# What do you do with open access statistics?



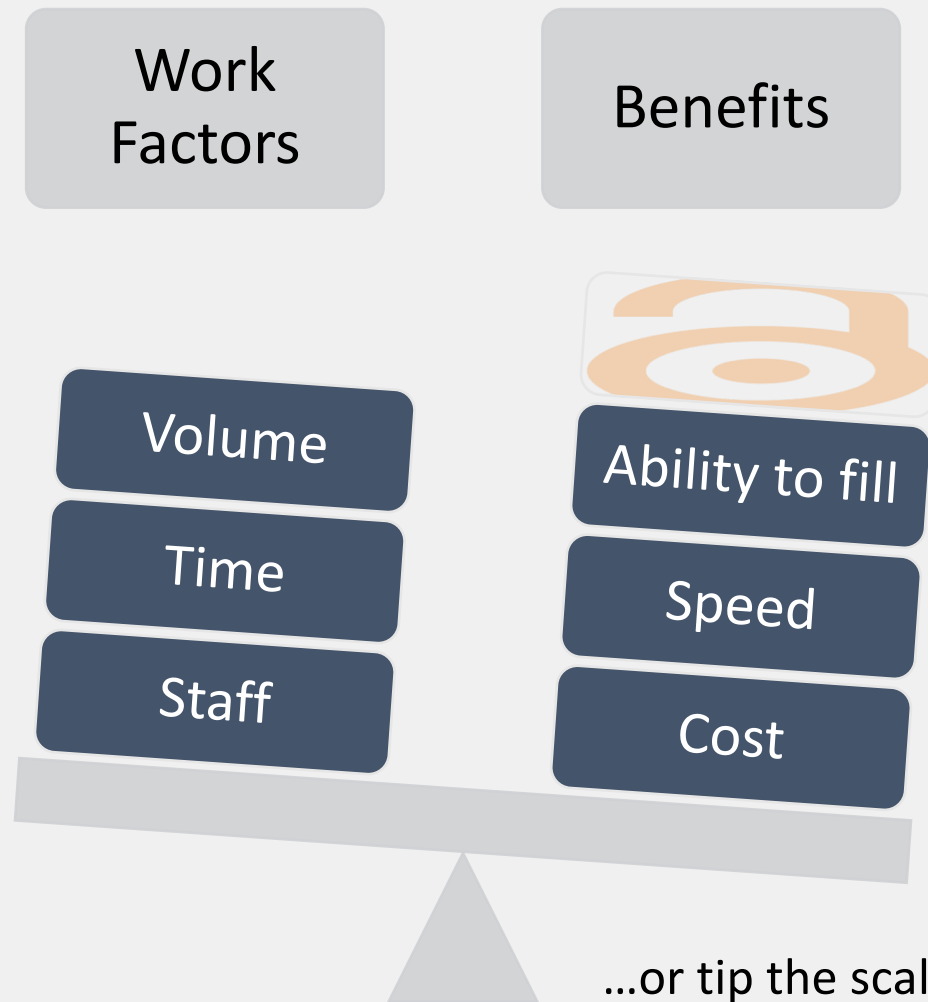
You may find opportunities to expand or redirect pre-searching.

Conference papers

Reports

Articles published the previous year

# The goal is to create a balance



...or tip the scale to your benefit.





Tina Baich  
cbaich@iupui.edu  
go.iu.edu/MFG  
pinboard.in/u:ILLFindingAids



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